



City of Woburn, Massachusetts

WOBURN CITY COUNCIL

City Hall
10 Common Street
Woburn, MA 01801

Filing Fee \$200.00

PETITION FOR SPECIAL PERMIT

1. Petitioner: _____

Address: _____

_____ Telephone: _____

2. Landowner: _____

Address: _____

_____ Telephone: _____

3. Property Location: _____

4. Zoning District: _____

5. Section(s) of Woburn Zoning Code under which Special Permit is required (See Section 5.1 Table of Use Regulations: _____)

6. Statement of purpose and description of proposal including the section of Woburn Zoning Code section under which you are applying (attach plans and additional documentation to this Petition):

7. Signature of Petitioner: _____ Date: _____

8. Signature of Landowner: _____ Date: _____

Form A
Submission Checklist for Special Permit Applications

Applicant: _____ Contact Person: _____ Tel #: _____

Project Description and Address: _____

Date of Application, as stamped by the City Clerk _____ Note: this checklist must be included with the application for Special Permit, per Section 11.4 of the 1985 Woburn Zoning Ordinance, as amended. The applicant shall submit a written explanation for any omitted checklist item(s). For additional information on any checklist item listed below, refer to the Sec. 11 – Special Permits and Variances of the 1985 Zoning Ordinance, as amended.

Information Required	Applicant's Initials	Staff Initials
1. Name and address of the applicant.		
2. Statement certifying ownership of the premises involved, or evidence that the applicant has permission of the owner to make such application.		
3. Legal description of, and street address if there is one, of the location of the premises.		
4. Plans shall show the following:		
a.) existing and proposed buildings;		
b.) existing and proposed contour elevations in two foot increments;		
c.) parking area and utilization;		
d.) driveways and access to site;		
e.) facilities for vehicular and pedestrian movement;		
f.) drainage system and calculations;		
g.) the location, capacity, and projected usage of facilities;		
h.) landscaping, including trees to be retained and removed;		
i.) exterior lighting;		
j.) loading and unloading facilities;		
k.) provision for refuse removal.		
5. Other information, as may be required:		
a.) projected traffic volumes and impact;		
b.) evidence as to the status of all permit applications to other local, state and federal agencies concerning the project;		
c.) other information as may be necessary to determine compliance with the provisions of this ordinance.		
d.) a list of abutters within 300 ft. from any property line, as certified by the Board of Assessors;		
e.) tax liens on property.		

Applicant's signature: _____ Date: _____

Note: If any of the above items are missing or found deficient in any way, the City Council may choose to consider the submission incomplete, and as such, the application may be subject to denial.

FOR CITY CLERK USE:

Reviewed and approved as suitable for a public hearing by: _____ Date: _____

COMMENTS: _____

CERTIFICATION OF TREASURER/COLLECTOR

(MGL c.40,§57; WMC 3-24)

Office Use Only: DEPARTMENT

NOTE - ALL LINES MUST BE COMPLETED BY APPLICANT.

1. Parcel which directly relates to the application filed. (*This numeric Parcel I.D. can be found: on the tax bill, or in Street Listing Records at the Building or Assessor's office. Web: <http://data.visionappraisal.com/WoburnMA/>.*)

(Example I.D.: 12-34-56) Map _____ Block _____ Lot _____

2. Does Real Estate owner and/or tenant own or have a beneficial or financial interest in any other real estate properties within the city of Woburn?

Circle one: NO YES

A beneficial interest can be as an individual, partnership, trust, LLP, LLC etc. If YES, insert Map, Block, and Lot below for each property. Use back of form, if necessary.

Map _____ Block _____ Lot _____
Map _____ Block _____ Lot _____

3. Property Address where permit is sought: _____
Real Estate Owner Name(s): _____
Real Estate Owner(s) Legal Business Name (if any): _____
Real Estate Owner's Residential Address (if different): _____
Telephone Number: _____

Tenant/Lessee Name: _____
Legal Business Name (if any): _____
Tenant's Address: _____ Telephone Number: _____

4. Check one: ☐ Residential ☐ Individual/Sole Proprietor ☐ Corporation
☐ Trust ☐ LLC/LLP ☐ Other _____

5. I certify under the penalties of perjury that I am the record owner or tenant of the within described property and the above information is accurate and complete.

Date

Signature of Applicant Property Owner or Tenant (Not contractor)

Title

Print Name

(For Office Use Only)

CERTIFICATION OF TREASURER/COLLECTOR

The records of this office indicate that there are no unpaid real estate taxes, municipal fees, liens or other municipal charges outstanding and unpaid, or for the payment of which the owner has entered into a payment agreement with this office, on the above described parcels as of:

Certification Date

EXPIRES: _____

Treasurer/Collector

* FAXES OR SIGNATURE COPIES WILL NOT BE ACCEPTED *

For copies of this form: <http://www.cityofwoburn.com/index.asp?nid=279>

***Instructions for the Submission of Lists of Abutters
for a Special Permit Petition***

The following requirements must be met in submitting a list of abutters for certification:

1. The property to be certified must be listed at the top of the page as follows:

I.D. #: Map Number – Block – Lot
Location
Owner
Mailing Address

2. A list may be compiled from the Assessors maps by measuring each property within three (3) inches using the borders of the property as a guideline.
3. The corresponding identification numbers for each property are listed in the ownership book at the Assessors Department. If you need assistance in locating a particular property or owner, the staff of the Assessors Department will assist you.
4. The list must be typed and submitted with your petition. The list will be submitted by the City Clerk to the Assessors Department for certification. The Assessors Department will complete an examination of the list of abutters within two (2) working days. The list will then be returned to the City Clerk after certification. The petitioner should contact the City Clerk after this period of time to make sure that the list has been certified.
5. In no case will the Assessors Department correct or certify lists found to be unacceptable.
6. Please note that in addition to the above abutters list format said list shall also be submitted on mailing labels for distribution by the City Council/Planning Board/Board of Appeals, as appropriate. The labels shall be in a form suitable for mailing and contain the name of the property owner(s), street address, apartment or unit number (if any), city, state and zip code only.
7. Example:

15-10-25
John Smith
1 Main Street
Woburn, MA 01801

1. 15-10-26
2 Main Street
Jane Doe
2 Main Street
Woburn, MA 01801

2. 15-10-27
6 Main Street
John J. Forbes
6 Main Street
Woburn, MA 01801

8. The Assessors Office can prepare the certified list and labels for the petitioner. A fee is charged for this service. Contact the Assessors Office for more information.



City of Woburn, Massachusetts

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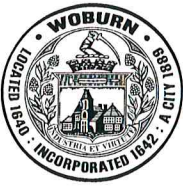
Special Permit Filing Requirements

The following information is required in order to file a petition for a special permit with the City Council:

- Petition for Special Permit, Form A, Certification of Treasurer/Collector, Abutters List, Mailing Labels, Plans.
- Include the zoning code section from the Table of Use Regulations under which you are applying and a detailed description of your proposal in the petition.
- Prepare a list of abutters to be filed with the petition and two sets of mailing labels for all abutters on the certified abutters list. Note that the abutters list and printed labels can be obtained from the Assessors Office. Contact the Assessors Office for details.
- Form A must be completed and filed with the petition.
- Certification of Treasurer/Collector must be sign by the City Treasurer/Collector.
- The original petition with all plans and supporting documents together with 12 additional collated copies of the petition, plans and supporting documents. This is a total of 13 sets to be filed with the City Clerk. The original set remains on file with the City Clerk. The City Clerk will distribute nine copies to the City Council, two copies to the Planning Board and one copy to the City Engineer for review.
- Filing Fee of \$200.00. If a check or money order is used it should be made payable to the "City of Woburn".

The petition should be prepared with as much information as possible, including plans and exhibits, to assist the City Council and other boards in reviewing this matter. The petition must be filed with the Office of the City Clerk by 1:00 p.m. on the Thursday before a Regular Meeting of the City Council to be read into the record at that meeting.

(revised 6/24/2014)



City of Woburn, Massachusetts

OFFICE OF THE CITY CLERK

WILLIAM C. CAMPBELL
City Clerk

City Hall
10 Common Street
Woburn, MA 01801
781-897-5850

AFTER OBTAINING YOUR NOTICE OF SPECIAL PERMIT

In order to obtain your Building Permit, you **MUST** present the Building Commissioner with proof that you recorded the document with the Middlesex South District Registry of Deeds in Cambridge **BEFORE ANY BUILDING PERMIT WILL BE ISSUED**. The Middlesex South District Registry of Deeds is located at 208 Cambridge Street, Cambridge, Massachusetts 02141.

Proof of recording would either of the following:

1. A certified copy of the document with the Registry time stamp shown on the pages.
2. The Actual document after it is recorded and returned to you by mail with the Book and Page stamped on it.

A certified copy is your best option, since you can get a copy as soon as you record the document. The original document will be kept by the Registry of Deeds until it is processed and this can be several weeks. If the Registry officials have any questions with a document that you wish to record, they can call the City Clerk's Office.

NOTE: A Special Permit is valid for two (2) years. If not recorded within that time, they can become invalid.

William C. Campbell, City Clerk ---- Thomas Quinn, Building Commissioner